

UNITED STATES GOVERNMENT

Memorandum

TO : Director of Logistics

DATE: 5 March 1963

FROM : Chief, Administrative Staff

SUBJECT: Monthly Activity Report

1. PROJECTS AND STUDIES IN PROCESSa. Rotation of SL Designees

During February the transfers of two OL employees to SL support positions outside OL were effective. Also, three SL designees were returned to the OL Staffing Complement from operating components.

b. Staffing Complement Changes and Classification Studies Regarding SL Positions(1) Classification Survey of PSD

The Salary and Wage Division is continuing the survey of the Printing Services Division. Meetings are being held to discuss the remaining unresolved positions and the several uprates requested by PSD for certain GP supervisory positions.

(2) Upgrading of Position 1209 in Budget and Fiscal Branch

This position was upgraded from GS-7 to GS-9 Fiscal Accounting Assistant 20 February 1963. [REDACTED]

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(3) Establishment of New Position in Office of Communications,

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A form 261 dated 4 February 1963 approved the establishment of a new GS-9 Supply Assistant position in [REDACTED]

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(4) Establishment of New Positions in FE [REDACTED] Station

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One GS-11 Transportation Officer, One GS-11 Realty Officer, and one GS-7 Property and Supply Assistant were added to [REDACTED] Station Staffing Complement 6 February 1963.

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DOCUMENT NO.

NO CHANGE IN CLASS. ☐☐ DECLASSIFIED

CLASS. CHANGED TO

NEXT REVIEW DATE

AUTH: HR 6-2

DATE 28/10/81

REVIEWER:

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Excluded from automatic
downgrading and
declassification~~CONFIDENTIAL~~

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c. Recruitment

(1) Professional Personnel

(a) Full clearance was received on one Logistics Officer Trainee we had in process. He has advised that he will complete his military service on 8 April and will enter on duty with us on 22 April 1963. An interview with one applicant, on whom invitee clearance was received, was successful; and processing of his appointment is being continued. Another applicant, fully cleared, has advised that he will not be able to give us an EOD date for another six weeks. Two other applicants have resulted in Panel (Personnel-Security-Medical) Cases: one has been disqualified for Agency employment, and the other is being held in abeyance pending further review by the Office of Security and Medical Staff.

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(b) One GS-9 Contract Administrator entered on duty with the Procurement Division effective 3 February 1963.

(c) The Supply Division lost the services of one GS-14 Supply Officer who resigned to accept employment with the Department of State.

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(3) Other Categories

(a) One Journeyman Monotype Keyboard Operator, two Journeyman Linotype Operators, one Photostat Operator, and one Bindery Operative entered on duty in the Printing Services Division. Three Bindery Operatives were re-assigned and promoted into other types of positions within PSD, and one Bindery Operative applicant was placed in process. One LB-9 Photographer (General) resigned for reasons of health and to remain at home to care for her children.

(b) Medical approval and provisional clearance was received on one Telephone Operator, who will enter on duty 4 March 1963. Approval has been obtained through the Security Staff for her to physically work in the Telephone Section on limited unclassified duties pending completion of her full clearance processing.

(c) One W-8 General Mechanic Assistant was placed in process and three other applicants were interviewed during February for the Conveyor Section/ISD. One of the latter is being processed for employment, but the other two lacked the desired qualifications. One W-11 General Mechanic is scheduled to report for duty with the Agency on 4 March 1963.

(d) Two Laborers entered on duty, and one Chauffeur was placed in process for the Logistics Services Division. Four Laborers assigned to the Supply Division were re-assigned and promoted into other types of positions within the [REDACTED].

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(e) One Courier and one Mail Clerk were assigned from IAS to the Mail and Courier Branch/ISD during February.

(f) One Procurement Clerk (Steno) returned to duty from maternity leave. We lost the services of two Clerk Stenographers and one Flexowriter to maternity leave, and one Clerk Typist by transfer to [REDACTED] to accompany her husband, an Agency employee. Only one Clerk Stenographer was assigned from IAS to OL during February. However, we do have four clerical employees, who are only provisionally cleared, detailed to assist with unclassified work in the Procurement Division.

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(g) Two applicants we had in process as WAE Clerk Stenographers, one for Procurement Division here and one for the [REDACTED], have cancelled. One accepted another position and the other will remain at home to care for her adopted child.

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(h) One GS-6 Supply Assistant resigned to accept employment in private industry.

2. ITEMS OF GENERAL INTEREST

a. Logistics Signal Center

As a result of several conversations with Commo and Cable Secretariat personnel, our tentative procedures to tie the Logistics Signal Center into the worldwide communications network have been reworked. The Logistics Signal Center will now operate as an independent field station with its own cable address [REDACTED], and all field stations will be able to communicate directly with Logistics on matters. The target date for this change is 11 March 1963.

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b. Army Management School

Mr. [REDACTED] returned from the Army Management School on 18 February.

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c. Health Drive

The Chief, Administrative Staff, has been appointed Vice Chairman of the Health Drive for the Office of Logistics. The drive will be held during March.

d. Parking Spaces

With the movement of personnel into Alcott Hall, it was necessary for the Office of Logistics to release 20 percent of the parking spaces formerly held in the Quarters Eye area.

e. FY 1963 Stock Funds

There has been no resolution of the FY 1963 stock funding problem. The Budget and Fiscal Branch continues to prevalidate all property requisitions, and maintains a special control register setting forth the balance of uncommitted stock funds and the daily total cost of priority requisitions released by the Supply Division. During February 1963, additional allotments totaling [REDACTED] were made to the stock funds, of which [REDACTED] was earmarked for use only by certain Agency components. The total of FY 1963 stock funds allotted as of COB 28 February 1963 was [REDACTED]. The balance of uncommitted funds reflected on the special register as of 28 February 1963 was [REDACTED], of which \$146,971 was still earmarked for DD/R requisitions.

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f. Internal Redistribution of OL Personnel Ceiling

A revised distribution of the total OL ceiling authorization of [REDACTED] to OL Divisions and Staffs was approved by the Director of Logistics on 4 February 1963. Action is now being taken by the Personnel and Training Branch to consolidate information received from the several divisions and staffs affected, preparatory to requesting adjustments in the OL Staffing Complement to bring the number of S/C positions for each OL component in line with its approved ceiling authorization.

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g. Personnel Changes in Personnel and Training Branch

Mr. [REDACTED] a GS-11 Personnel Officer recently returned from [REDACTED] has been added to the staff in this Branch. He reported for duty in OL on 18 February 1963. Mrs. [REDACTED], a GS-6 Personnel Assistant, departed on maternity leave 15 February 1963. To date, a replacement has not been assigned.

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h. Summer Employee Requirements for 1963

As a result of a survey made of the number of summer employees required by OL components during the coming summer, it was determined that OL could use the services of approximately 55 such employees if they are available this year. A formal request for this number was forwarded to the Office of Personnel on 26 February 1963. Personnel actions for these are now in process of preparation.

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j. Conversion of Temporary Employees

Three Bindery Operatives and one Laborer were converted from temporary to regular staff employee status effective during the month of February.

k. Increase in GP Foreman Salary Rates

A new salary schedule was received for GP Foreman effective 17 February 1963. The Pressman, Offset Photographer, and Compositor Foremen all received a 24-cent per hour increase, and the Bookbinder Foreman rate was increased 19 cents per hour.

l. Special Recruitment Efforts

The Office of Personnel has during the past couple of months dispatched several recruiters to various high schools in the neighboring area in order to recruit stenographic, typist, courier and clerical applicants from this year's graduating classes. The shortage of sufficient clerical employees in the Agency is expected to continue until the condition is relieved when these recruits report for duty after their graduation in June. Bindery Operatives and Laborers are being recruited through USES offices and vocational departments of some of the local high schools. The Office of Personnel is also placing an ad in the local newspaper on 3 March 1963 in an attempt to locate some additional telephone operators. The last operator we have in process is scheduled to EOD 4 March 1963, after which we will still have one vacancy.

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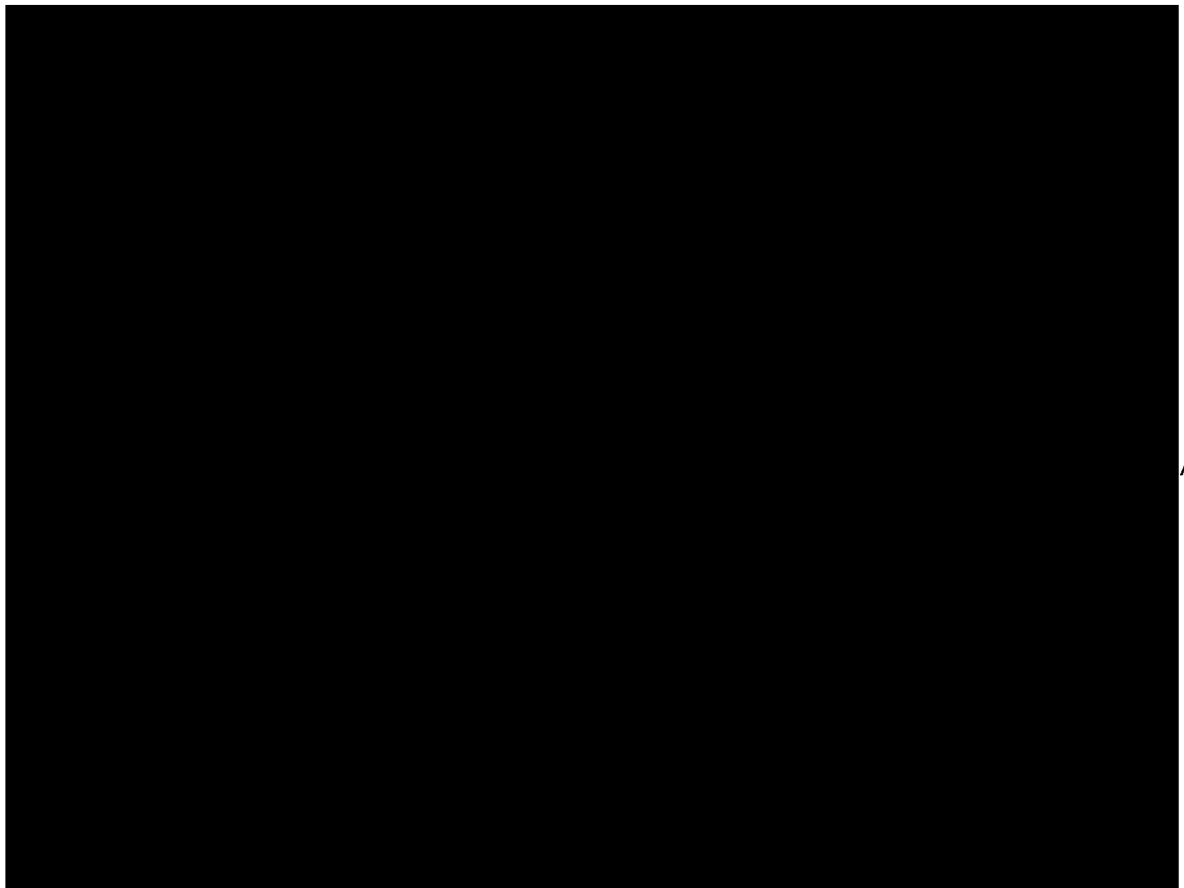
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m. Briefing of New Field Recruiter

A newly assigned field recruiter was briefed by the Chief, Personnel and Training Branch, regarding OL personnel recruitment requirements and logistics functions.

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o. Logistics Support Course

The Logistics Support Course is scheduled to be given during the three-week period from 8-26 April 1963. We anticipate a full enrollment of approximately 18 for the course.

p. Printing Services Seminar

A Printing Services Seminar has been scheduled for 19-21 March. Announcements regarding this seminar have been sent to all Agency Training Officers, as well as a special article which will appear in the new OTR Bulletin.

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q. OL Personnel Statistics

<u>No. of</u> <u>T/O Slots</u>	<u>Ceiling</u> <u>Auth.</u>	<u>On-Duty</u> <u>Strength</u>	<u>Over or</u> <u>Under Cell.</u>
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